1. Before I took this class I knew a few things about Microsoft Word. I knew how to make cool looking fonts, and insert a lot of things. A few things I knew how to insert was a table, page break, picture, clip art, shapes, a chart, a header and footer, a text box, word art, and a symbol. I didn’t know how to do many of the things that I know now.
2. A few things that were new to me was a drop cap, and inserting a mail letter. I had to follow along a lot during the class, because I didn’t know what in the world we were doing. But now I can go home and apply the new stuff I know to other word documents I’m working on in other classes.
3. I plan remember all I can so that when I continue in school I won’t have to ask as many questions. I can also then help others figure out more and more about Microsoft word, and without my help. Whenever a class wants me to make a display on a word document then I can make it look really cool, then other kids might want to know how I did that and I can show them.
4. Microsoft Excel is very helpful when making documents. I will definitely use it in the future during school.